

**California State University, Long Beach**  
**College of Liberal Arts**  
**Department of POLITICAL SCIENCE**  
**GRADUATE ASSISTANT POSITION OPENING**

**RECRUITMENT #:** 2024/25-GA-POSC  
**POSITION:** Graduate Assistant in POLITICAL SCIENCE  
**EFFECTIVE DATE:** Fall Semester: August 19, 2024, to December 24, 2024  
Spring Semester: January 21, 2025 to May 23, 2025  
**SALARY RANGE:** Salary ranges as follows (per month per semester)

<b>GRADUATE ASSISTANT PAY RATES</b>			
	<b>Step 1</b> (1st 2 semesters)	<b>Step 2</b> (2nd 2 semesters)	<b>Step 3</b> (3rd 2 semesters)
Monthly Full Time Base Rate	\$3576.00	\$3838.00	\$4097.00
Monthly Base Rate for 20 Hours per Week	\$1788.00	\$1919.00	\$2048.00
Monthly Base Rate for 10 Hours per Week	\$894.00	\$959.50	\$1024.25

**REQUIRED QUALIFICATIONS:**

- Active enrollment and good academic standing in a CSULB graduate program during the semester employed. \*Non-political science graduate students must have a bachelor's degree in political science or related discipline and a GPA of 3.0 or better.
- Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community.
- Possess the ability to learn, prepare, and perform assigned tasks.
- Work cooperatively and professionally with faculty, staff, and other students.

**PREFERRED QUALIFICATIONS:**

- Teaching experience (e.g., supplemental instruction, tutorial work, or previous GA experience).
- Strong undergraduate and/or graduate academic record.
- CSULB Political Science Graduate Student (actively enrolled and in good academic standing).

**DUTIES:**

- Attending all class meetings and taking thorough notes and keep up with the reading for the course.
- Assisting faculty in evaluating the written work of students
- Holds office hours (determine time/day in conjunction with faculty) and holds review sessions for students in advance of each class exam according to faculty instructions.
- Being accessible for student questions via email and before and after class (along with the professor). Being visible and proactive with students so that they know GAs/ISAs are a resource for them and interacting professionally with students.
- Being accessible via email or phone to the professor; responding promptly in communications
- Proctor in-class/online exams (with instructor present) if needed and proctor make-up exams (during office hours) if needed.

*CSULB seeks to recruit employees who enthusiastically support the University's strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions. CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.*

Information on excellent benefits package available to CSULB faculty is located here:

<https://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>

**REQUIRED DOCUMENTATION:**

- A letter of application addressing the student's interest and qualifications for the position, including contact information, availability, as well as a statement affirming eligibility requirements are met.
- Printed proof of enrollment listing courses and units.
- SC-1 form is required of finalist. (Via DocuSign)

*The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.*

**Applications, required documentation, and/or requests for information should be addressed to:**

Dr. Amy Cabrera Rasmussen, Chair  
Department of Political Science  
California State University, Long Beach  
Long Beach, California 90840-2007  
Phone # 562/985-4705 Email: [Amy.Rasmussen@csulb.edu](mailto:Amy.Rasmussen@csulb.edu)

**POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)**

**Application Deadline:** Review of applications will begin July 15, 2024 for Fall 2024 and November 18, 2024 for Spring 2025

*CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.*